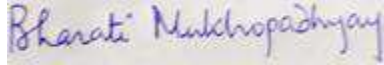**No. BNC/IQAC/01/2020**   **<u>NOTICE</u>**   **19.08.2020**

This is to notify that a meeting with all internal members of Internal Quality Assurance Cell (IQAC), Bidhannagar College has been scheduled on 25th August, 2020 at 7:00P.M. on GoogleMeet platform. All concerned are hereby requested to attend the meeting.

Agenda of the meeting:

1.Discussion over future plan of action of IQAC

2. Matters arising

Coordinator, IQAC   Principal
Bidhannagar College   Bidhannagar College

MEETING OF THE INTERNAL COMMITTEE OF IQAC

HELD ON 25.08.2020

MINUTES

1. Dr. Madhumita Manna, Principal, Bidhannagar College welcomed new Co-ordinator of IQAC Dr. Bharati Mukhopadhyay and new members of the committee.

2. Dr. Subhadipa Sengupta, Member, IQAC Committee, discussed some strategies that the committee should adopt in preparation of the coming NAAC visit of 2021, which include:

i. Regular maintenance of website, as 70% of the NAAC assessment would be based on online system.

ii. Soft copy of the minutes of all meetings of IQAC should be preserved.

iii. Faculty profile should be complete and regularly updated.

iiii. Students' feedback and parents' feedback should be collected on a regular basis.

v. Best practice should be maintained and supporting proof in the form of data and photograph should be preserved.

vi. Documents of the webinars (regarding speakers and duration of the webinar) and workshops organized by the college should be properly preserved.

vii. IQAC should participate in community service in collaboration with NSS Unit of the college.

viii. Data should be collected from the sixteen (16) departments of the college on a regular basis with supporting documents.

ix. Collection of data regarding seven criteria of NAAC should be allotted to seven people or seven different groups.

3. Dr. Sengupta also stated that there is third party of NAAC that will crosscheck the data and allot scores. They can also instruct the college for further rectification.

4. Dr. Madhumita Manna, Principal, Bidhannagar College discussed the importance of student-centric teaching-learning method. She suggested the following advancements of the traditional teaching-learning system:

i. Focus should be given on students.

ii. Students should be involved more and more in classroom study.

iii. Quiz or word puzzle should be arranged for students for their enhanced participation.

iiii. Seminar of students should be organized.

v. Class can be conducted by the students through question-answer method.

vi. Feedback from the students may be collected after each class evaluating the performance of the teacher.

5. Dr. Achintya Kumar Sarkar, Professor and Head, Department of Chemistry, and Member, IQAC Committee, supported the proposal of students' feedback system suggested by Principal.

6. Ms. Manami Das, Students Representative, IQAC Committee, said that contradictory opinion may be submitted by the students in the feedback system on the basis of their personal choice.

7. Dr. Madhumita Manna, Principal, Bidhannagar College opined that students' feedback is an open system that will be based on quantitative measures to analyze the performance of teachers.

8. Dr. Tapomay Das, Head, Department of English and member, IQAC Committee, suggested that for framing the students' feedback system following questions are to be answered:

i. What will be the questions in the feedback form

ii. What would be the outcome

iii. How the third party team would be constructed to assess the feedback

9. Dr. Saurabh Chakraborti, Head, Department of Zoology and member, IQAC Committee suggested to develop a basic questionnaire on how to make the class more effective for students.

10. Dr. Tapomay Das, Head, Department of English and member, IQAC Committee advised creation of dropbox for the students to drop their complaint against any specific teacher.

11. Dr. Madhumita Manna, Principal, Bidhannagar College stated that punctuality should be considered as an important attribute of the teacher. Professor Achintya Kumar Sarkar, Professor and Head, Department of Chemistry, and Member, IQAC Committee and Dr. Bharati Mukhopadhyay, Co-ordinator, IQAC Committee supported this thought.

12. It has been discussed that an online system may be generated for the students to submit their daily feedback that would be ultimately submitted to Principal.

13. Dr. Saurabh Chakraborti, Head, Department of Zoology and member, IQAC Committee contradicted that an online system would not be unanimous and student identity would be disclosed.

14. Dr. Kiranmoy Chatterjee, member, IQAC Committee suggested submission of collective report from a class.

15. Dr. Tapomay Das, Head, Department of English and member, IQAC Committee advised the development of an online feedback system for the students where student identity would remain concealed.

16. Dr. Madhumita Manna, Principal, Bidhannagar College discussed the following agenda of IQAC that have to be executed:
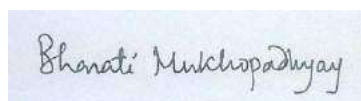
i. Continuous Internal Evaluation (CIE) in preparation of the forthcoming NAAC visit

ii. Development of automated library (target ILMS)

iii. Construction of Yoga centre for students

iiii. Development of e-library

v. Developing the multimedia and virtual classroom

vi. Construction of a language lab

vii. Development of short-term value-added course with the available resource of a department

viii. Conduction of Academic and Administrative Audit (AAA)

ix. Construction of placement cell in the college

17. Dr. Madhumita Manna, Principal, Bidhannagar College also added that bar coding of the books have already been completed for construction of automated library and further funding is required.

18. Dr. Tapomay Das, Head, Department of English and member, IQAC Committee suggested that purpose of setting up the language lab is to teach English language and recruitment of dedicated English Language Teacher (ELT) is essential for the students who cannot speak English properly to prepare them for the job market. Therefore language lab should be developed as a complete department with full-time faculty.

19. Dr. Madhumita Manna, Principal, Bidhannagar College explained the significance of developing a placement cell in the college to provide employment opportunity to some of the students from the Under-Graduate and Post-Graduate departments namely Chemistry, Microbiology, Zoology, English etc. She also proposed to unite career counseling and placement cell and asked Dr. Sandip Bandyopadhyay, member, IQAC Committee to look into this matter.

Bharati Mukhopadhyay

Coordinator, IQAC
Bidhannagar College

NOTICE

No. 1736   **Date: 10.10.2020**

All the esteemed members of the newly reconstituted IQAC, Bidhannagar College are cordially invited to attend the meeting of IQAC scheduled on 17th October 2020 at 12.00 noon on the virtual platform of Google Meet.

Google Meet link: https://meet.google.com/yku-ghdo-bpw

Agenda:

1. Scrutiny and approval of the AQAR (for the academic year 2018-2019) prior submission to NAAC portal
2. Future plan of work of IQAC

IQAC Coordinator
Bidhannagar College

Principal
Bidhannagar College

MEETING OF IQAC

HELD ON 17.10.2020

MINUTES

1. The meeting has been conducted before submission of the AQAR 2018-2019 in the NAAC portal as per new guideline.

2. Dr. Subhadipa Sengupta, Teachers' representative, IQAC, briefed the AQAR report of 2018-2019 which consists of two parts, what steps have already been taken by the college in current year and what measures should be taken by the college in the coming year. The overall report was as follows:

   I.   The AQAR is being submitted for the academic session 2018-2019 for the NAAC accreditation 3rd cycle of our college

   II. 4 IQAC meetings were held in the academic year 2018-2019

   III. Significant contributions made by IQAC during that year were:

   * Orientation programme was held towards introduction of CBCS system.

   * Admission process has been rendered fully on-line, only credentials are physically verified at the time of commencement of classes.

   * Remedial measures taken after student feed-back analysis. Measures involve largely suggestions for the teachers for punctuality, availability and better class room performance.

   * Active participation of the teachers initiated by IQAC in favour of 3rd Regional Science and Technology Congress (Southern Region) sponsored by Department of Science and Technology and Biotechnology on 18th and 19th December, 2018 where teachers of science from different colleges and institutions actively joined academic sessions – an activity engaging the teachers in some intellectual orientation.

   * Initiative taken towards the academic expansion in the form of introduction of PG courses in Anthropology, Botany and Education from the session 2019-20.

   IV. Set up of Girls hostel was under active consideration of Govt of West Bengal

   V.   Financial management of the Institution is fully done by the Department of Higher Education Govt. of West Bengal through its e-portal WBIFMS, the Integrated Financial Management System of Govt. of West Bengal. Each employ has a unique
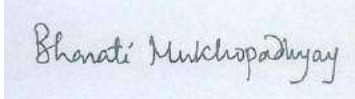
login id through which he/she can get limited access to the portal and see his personal credentials such a pay slip, GPF, leave application etc.

VI. Departments also organized regular parent-teacher meeting where teachers give their feedback to the parents about their wards and the facilities that are enjoyed by the students in the college and the parents give their opinions about, and observations on, the respective Departments in particular and the College in general. Steps are taken accordingly.

VII. IQAC also imparts awareness programmes, workshops, psychological counselling, constant watch over the campus by some squads and committees so as to ensure the ambiance fit for academic and psychological growth, everything being on record in the form of reports and/or the subsequent measures taken against any incidents unbecoming of the students.

VIII. In this academic session there are altogether 34 National and International Publications in peer reviewed journals by the scholars as well as teachers of this college.

IX. The college has taken initiative to organize different types of activities for the benefit of the students as well as teachers. The college aimed at arranging seminars and outreach program such as-

X. NAAC sponsored National seminar on Student centric teaching and learning process. We sent proposal to NAAC during this academic Year and we have organized this in the month of November 2019.

XI. IQAC also plans to organize a one day science awareness outreach program in the next year with the INSA (Indian National Science Academy) Kolkata chapter and Internal Quality Assurance Cell (IQAC) for the students mainly where the main target is to reach different college students in the vicinity. That has also been achieved.

XII. College aims at organizing a symposium with The National Institute of Pharmaceuticals education and research (NIPER) of Kolkata in the first month of the next year on the therapeutic approaches of different drugs. The symposium was successfully organized.

3. Dr. Bharati Mukhopadhyay, Coordinator, IQAC, Bidhannagar College, discussed the future plans of IQAC:

   I. To organize students' seminar in the college. Already two seminars have been organized by the Department of English and Zoology.

   II. To organize campus interviews for proper placement of the students in diverse area.

   III. To set up language lab in the college for developing soft skill for job market. Such a lab needs manpower.

   IV. Library automation is of prime importance in the next year.

   V. To set up few smart classrooms.

   VI. To perform online teachers' evaluation at regular basis.

   VII. To develop student-centric teaching-learning method involving more students interaction

   VIII. To organize webinars by different departments.

   IX. To develop meditation and yoga centre for students' benefit.

   X. To organize a lecture on Intellectual Property Rights (IPR).

4. Dr. Madhumita Manna, Principal, Bidhannagar College stated that Dr. Santanu Saha and Dr. Sandip Bandyopadhyay have been assigned to monitor the procedure of career counselling and campassing in the college and Mrs. Jhumpa Ghosh, Dr, Amitabha Kundu and Mr. Gourab Kapoor have been consulted in this regard.

5. Mrs. Jhumpa Ghosh, Member, Alumni Association, Bidhannagar College, added that students from the college have participated in the interactive programme with Capgemini for skill upgradation and motivation of the students and developing leadership qualities in them.

6. Dr. Subir Chnadra Dasgupta, External Member, Moulana Azad College, suggested to incorporate in the AQAR about the information of Bidhannagar College securing 137th position with 0.05 share in Nature Index in 2019-2020.

7. Finally, Dr. Madhumita Manna, Principal, Bidhannagar College asked the views of the members of IQAC before placing the AQAR to the Governing Body and all the members have given go ahead signal for the same.

8. The Coordinator concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance and support.

Bharati Mukhopadhyay

Coordinator, IQAC
Bidhannagar College

NOTICE

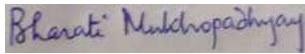No. 1758   Date: 10.11.2020

All the members of PG Coordination cell , internal committee members of IQAC, Teachers' Council Secretary, Mr. Shyamal Mitra of Student's section and Mr. Santanu Chaktaborty of Cash section, Principal's office are hereby informed to attend the meeting on **12.11.2020 (Thursday)** at **4.00 PM** in the web platform Google Meet to discuss on the following matters.

Agenda:

1. Online feedback submission of PG final semester students
2. Matters arising

Link of the meeting will be provided 15 minutes prior to the meeting.

IQAC Coordinator   Principal
Bidhannagar College   Bidhannagar College

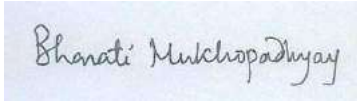# MEETING OF THE INTERNAL COMMITTEE OF IQAC
HELD ON 12.11.2020

MINUTES

1. Dr. Bharati Mukhopadhyay, Co-Ordinator, IQAC Committee raised the proposal of online submission of feedback form by the outgoing Post-Graduate students. She also added that identity of the students submitting the feedback should not be disclosed.

2. Mr. Tapomay Das, Member, IQAC Committee proposed that 'e Blues Softwere', the company that is in the charge of maintenance of the college website and admission procedure, should be involved in this regard to create a portal for generating the feedback form and receipt of the same. The system should be one-time password based.

3. Ms. Manami Das, Member, IQAC Committee proposed that Google form can be used for generation of feedback form.

4. Dr. Kiranmoy Chatterjee, Member, IQAC Committee suggested that teachers can send the feedback form through email to the students.

5. Dr. Subhadipa Sengupta, Member, IQAC Committee mentioned that online feedback submission is preferred by NAAC and she also supported the idea of involving 'e Blues Softwere'.

6. Mr. Tapomay Das, Member, IQAC Committee stated that according to suggestion of NAAC online feedback should be monitored by a third party and on the basis of feedback necessary measures should be taken by the college authority.

7. Dr. Madhumita Manna, Principal, Bidhannagar College asked Mr. Tapomay Das to consult 'e Blues Softwere' regarding the prospective cost of developing the online feedback system. She also mentioned that the total feedback system including the Under-Graduate and the Post-Graduate Courses should be online.

8. Teachers' Council Secretary and Heads of all Post-Graduate Departments supported this proposal. Manami Das, Students' Representative, IQAC Committee also supported the idea.

9. Dr. Saurabh Chakraborti, Member, IQAC Committee suggested that every student of outgoing Post-Graduate batch should submit the feedback and must receive an

acknowledgement receipt on submission. He also mentioned that except the passing out batch others should not get access to the portal.

10. Dr. Kiranmoy Chatterjee, Member, IQAC Committee advised that the feedback system should be based on one-time password system.

11. Mr. Tapomay Das, Member, IQAC Committee suggested that feedback may be taken through video conferencing. He also proposed that feedback should also be taken from the mid-semester students and appropriate measures should be taken according to their grievances and suggestions.

12. Dr. Abul Kalam, Head, Department of Microbiology asked whether students having poor attendances would be eligible for submitting feedback. He suggested that attendance should be considered as a criterion of eligibility to submit feedback.

13. Mr. Tapomay Das, Member, IQAC Committee proposed that feedback of the students of outgoing Third Year Honours students may be collected manually by the teachers.

14. Mr. Shyamal Mitra, Students' Section, Bidhananagr College stated that feedback of the Third Year students of 2019-2020 have already been recorded.

15. Dr. Madhumita Manna, Principal, Bidhannagar College asked the house to take decision regarding how many times feedback can be taken in a course and suggested that it should be two times for the Under-Graduate batches and two times for the Post-Graduate batches also.

16. Professor Dr. Achnitya Kumar Sarkar, Member, IQAC Committee supported this proposal.

17. Dr. Madhumita Manna, Principal, Bidhannagar College mentioned that there will be ensuing NAAC visit in the college February, 2022 onwards.

18. She suggested that:

i. AQAR should be prepared properly every year, so that all the information would be available.

ii. Departmental data should not be centrally procured.

iii. Post-Graduate Departments should organize seminars on a regular basis.

iv. Student friendly teaching methodology should be adopted.

v. Student outreach programmes should be executed.

vi. Emphasis should be given on quality enhancement.

vii.   Load should be distributed among different members of the committee.

Coordinator, IQAC
Bidhannagar College

NOTICE

No. 11   Date: 28. 01.2021

A meeting is hereby scheduled to be held on the 4th February, 2021 at 5:30 p m on the virtual platform, Google Meet. All the internal members of the IQAC, the departmental Heads and the Secretary , Teachers' Council are requested to attend the meeting.

Agenda:

1. AQAR preparation for the academic year 2019 -20 (1/7/2019 till 30/6/2020)
2. Future plan of work
3. Matters arising

Link for the meeting will be provided 15 minutes prior to the meeting.

Coordinator   Officer in Charge

IQAC, Bidhannagar College   Bidhannagar College

MEETING OF THE INTERNAL COMMITTEE OF IQAC

HELD ON 04.02.2021

AGENDA:

1. **Preparation of AQAR for the session 2019-2020.**

MINUTES:

1. Sri Tapomay Das, Officer In-Charge, Bidhannagar College, stated heads of all departments of Bidhannagar College have received the format for filling up the AQAR for the session 2019-2020. Internal members of IQAC would support them if any problem arises.
2. Dr. Tirthapada Majhi, internal member, IQAC, explained 2.6.1 and 2.3.2 of the format. Under 2.6.1 the program outcomes should be enlisted as mentioned in the website. For fulfilling 2.3.2 the students should be asked about their family, future plans of the students should be discussed. Mentoring in formal way should be documented for NAAC.
3. Dr. Bandana Chakraborty, Head, Dept. Of Anthropology, mentioned about Aamphan related Fund.
4. Sri Tapomay Das, Officer In-Charge, Bidhannagar College, stated that it has already been mentioned as activity of the College.

RESOLUTION:

1. Every department should formally arrange mentoring of students. Information regarding details of family background, economic status should be collected and documentation should be prepared that must consist of 70% non-academic and 30% academic data.

MINUTES:

5. Dr. Anup Sengupta, Head, Dept. of Mathematics, said that some activities should be mentioned under this heading.
6. Dr. Tirthapada Majhi, Internal Member, IQAC, mentioned email id and contact number of all outgoing students should be preserved by the respective department.
7. Sri Arup Hait, Head, Dept. of Statistics, suggested to fix mentor for fixed number of students.
8. Dr. Subhadipa Sengupta, Internal Member, IQAC, elaborated that regular contact should be maintained with the students to identify the weaker students and to help them to join the mainstream.
9. Dr. Soumyasree Sen, Head, Dept. of Education, stated that Department of Education runs a Guidance Cell for whole college, although the Department does not execute any individual mentoring program.

10. Sri Tapomay Das, Officer In-Charge, Bidhannagar College, suggested that IQAC will provide a uniform format so as to incorporate into the system.
11. Dr. Ratan Biswas, Head, Dept. of History, asked whether to mention this or not in the current AQAR.
12. Dr. Anup Sengupta, Head, Dept. of Mathematics, suggested that upliftment of weaker students should be focused.
13. Dr. Tirthapada Majhi, Internal Member, IQAC, mentioned that students should be helped in any kind of distress.
14. Dr. Ratan Biswas, Head, Dept. of History, asked about the percentage of teachers using ICT.
15. Dr. Tirthapada Majhi, Internal Member, IQAC, explained that there is no smart classroom in the college till now, although any utilization of computer can be mentioned. Almost all departments of the college possess ICT-enabled classrooms.
16. Dr. Soumyasree Sen, Head, Dept. of Education, asked to clarify 1.3.2 regarding field projects.
17. Dr. Santanu Saha, Head, Dept. of Botany, discussed whether to mention continuous internal evaluation under 2.5.2 including internal tests, surprise tests, any reforms or new initiatives and presentation by the students.
18. Dr. Ratan Biswas, Head, Dept. of History, stated that student progression mentioned under 5.2.2 is difficult to track.
19. Dr. Santanu Saha, Head, Dept. of Botany, suggested that contacts should be preserved from the 2019-2020 session.
20. Sri Tapomay Das, Officer In-Charge, Bidhannagar College, advised that proper course outcome of the course should be mentioned.
21. Sri. Siddharta Dey, Assistant Professor, Dept. of English, mentioned that course outcome has actually been designed by the University.
22. Sri Tapomay Das, Officer In-Charge, Bidhannagar College, discussed about the Faculty Development Program organized by Pune Institute of Business Management that encompass a Central Govt. Project through training for faculties for human resource development to increase employability.
23. Dr. Amit Raychaudhuri, Head, Dept. of Economics, supported the prospect of this program.
24. Dr. Ratan Biswas, Head, Dept. of History, queried about extension activities under 3.4.3.

AGENDA:

2. Division of work load within the IQAC Committee.

MINUTES:

1. Dr. Subhadipa Sengupta, Internal Member, IQAC, discussed the data of AQAR should be enlisted under seven (07) criteria and the following members of IQAC would be involved in preparing the same:-
    i.   Criterion I- Covers the curricular aspects including student feedback, teachers' feedback, alumni feedback, remedial measures to be taken and would be prepared by Dr. Kiranmoy Chatterjee.
    ii.   Criterion II- Includes teaching-learning and evaluation and would be prepared by Smt. Urmi Mitra. Data should be collected from Students' Section and Admission Committee.
    iii. Criterion III- Would be prepared by Dr. Upal Das Ghosh.
    iv.   Criterion IV- would be prepared by Dr. Sandip Bandyopadhyay.
    v.   Criterion V- Data would be collected from SDO office and enlisted by Dr. Subhadipa Sengupta and Dr. Tirthapada Majhi.
    vi.   Criterion VI- would be prepared by Dr. Bharati Mukhopadhyay, Co-Ordinator, IQAC and Dr. Tirthapada Majhi under supervision of Sri Tapomay Das, Officer In-Charge, Bidhannagar College.
    vii. Criterion VII- Includes best practices that would be prepared by Dr. Bharati Mukhopadhyay, Co-Ordinator, IQAC and Dr. Subhadipa Sengupta under supervision of Sri Tapomay Das, Officer In-Charge, Bidhannagar College.
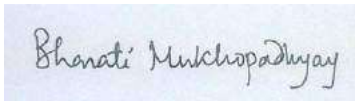
AGENDA:

3. Future plans of IQAC.

MINUTES:

1. Dr. Dr. Subhadipa Sengupta, Internal Member, IQAC, elaborated the future plans of IQAC as follows:
    i.   Format should be prepared for collecting online feedback and third party should be engaged in analysis of the same.
    ii.   Departmental profile should be regularly updated. All the departments should provide updated information to Dr. Kiranmoy Chatterjee.
    iii. Syllabus should be properly distributed in each academic session and record should be preserved.
    iv.   Question bank should be prepared.
    v.   Teachers should develop open resources through sharing of some study material in the form of MS Powerpoint or something else.

vi.   Teachers should share their self-prepared study materials in e-Pathshala or Sawam portals.

vii.   Academic calendar should be prepared and properly maintained. Sr Arup Hait and Smt. Tina Varma would be assigned for this purpose.

viii.   Best practices should be developed. Dr. Mousumi Mukhopadhyay should be consulted in this regard.

ix.   The Parashar Garden should be maintained in a proper way and infrastructure of the glass house should also be maintained.

x.   Dr. Arabinda Mondal should be consulted regarding automation of library. Installation of anti-theft device and development of open access should be the priority.

xi.   Departmental profile should be updated in the database.

xii.   Contribution to society is essential. The activities of NSS should be encouraged in this regard.

xiii.   The medicinal plant garden should be properly maintained.

xiv.   Alumni Association should be engaged in at least one or two programs such as maintenance of the garden or anything.

xv.   Academic and Administrative Audit should be executed. Academic Audit would be a five-point audit that would encompass verification of the departments, internal assessment of projects, group discussions, coverage of syllabus, documentation of annual audit report etc.

xvi.   Parents' forum of the College should be created.

xvii.   Seminar on Intellectual Property Right (IPR) should be organized.

Bharati Mukhopadhyay

Coordinator, IQAC
Bidhannagar College

BIDHANNAGAR COLLEGE
Govt of West Bengal
Salt Lake Kolkata 700 064

NOTICE

The internal members of the IQAC, Bidhannagar College, are hereby informed that a meeting is convened to discuss urgent measures required to make the AQAR ready to be mandatorily uploaded by May 2021. The meeting is scheduled to be held on 17.03.2021 (Wednesday) in the Principal's Room at 11: 30AM.

Anup Kr Sengupta of Mathematics and Arup Kumar Hait of Statistics are invited to be present in the meeting.

Agenda

1. AQAR related issues
2. Matters arising

Sd/- Bharati Mukhopadhyay
Coordinator, IQAC,
Bidhannagar College

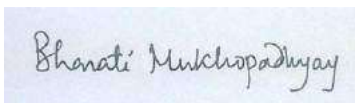Sd/- Tapomay Das
Officer-in-Charge
Bidhannagar College

MEETING OF THE INTERNAL COMMITTEE OF IQAC
HELD ON 17.03.2021

MINUTES

1. Documents of IQAC meetings held in 2019-20 (July- June) should be uploaded in college website, which include notices, resolutions and actions been taken during the session.
2. Academic calendar of the current year (2020-21, 2021-22) should be uploaded in college website.
3. Initiative should be taken to receive student feedback online and subsequent analysis should be done.
4. Remedial actions should be taken against a particular teacher on the basis of feedback in presence of the Officer-In-Charge, concerned teacher, concerned department and IQAC.
5. Best practices for this year should be initiated in the college and recorded duly.
6. The Alumni Association of the college should be presented with a proposal for maintenance of the 'Parashar Garden'. NSS and Bio Science Departments should supervise the programme. Students should also be involved in the activities.
7. Alumni Association should be asked to finance the expenditure for maintaining the garden.
8. Link of the 2018-19 AQAR should also be uploaded in the IQAC unit of the college website.

RESOLUTION

1. AQAR for the session 2019-20 (July- June) should be prepared within April, 2021.

Bharati Mukhopadhyay

Coordinator, IQAC
Bidhannagar College